

VACANCY ANNOUNCEMENT NUMBER: 03-006

POSITION (Title, Series, Grade): Government Ethics Specialist, GS-0301-07

SALARY: \$32,736 - \$42,558 Per Annum

PROMOTION POTENTIAL: GS-13

NUMBER OF POSITIONS TO BE FILLED: 1

OPENING DATE: July 21, 2003

CLOSING DATE: August 8, 2003

APPOINTMENT: PERMANENT

WORK SCHEDULE: FULL TIME

DUTY LOCATION: Washington, DC

WHO MAY APPLY:

Applications under both competitive examining and merit promotion procedures will be considered in filling this position.

OUTSTANDING SCHOLARS NATIONWIDE AND ICTAP CANDIDATES IN THE LOCAL COMMUTING AREA.

MAJOR DUTIES:

This position is located in the Office of Agency Programs Services Division. The incumbent is responsible for assisting senior level desk officers who oversee the ethics programs for a number of departments and agencies and as an analyst performing a number of duties related to the educational and oversight mission of the agency. He/she will assist desk officers in providing liaison services to numerous Designated Agency Ethics Officials and any subordinate ethics officials in executive branch departments and assist desk officers as they provide oversight, analytical interpretation and technical assistance on all matters relating to development of department/agency ethics programs, standards of conduct, financial disclosure, and education and training regulations. The incumbent will attend meetings between Senior desk officers and agency ethics staff to discuss issues confronting agency ethics programs; and participate in projects that further the education training mission of the Education Division. Projects may include assisting in developing training courses and products to be used by OGE to train agency ethics officials and by agency personnel, conducts technical reviews for annual and termination financial disclosure reports submitted by presidential appointees confirmed by the Senate. Communicates with ethics staff to obtain additional information when necessary. In addition to assisting in the collection and analysis of data for surveys and the annual questionnaire, he/she will consult with Senior desk officers to resolve standards of conduct questions from agency ethics staff.

QUALIFICATIONS REQUIRED:

To qualify based on education, submit copy of transcript which consist of a list of courses with credit hours, major(s), and grade-point average or class ranking. Application materials will not be returned.

Applicant must have one year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience is typically in or related to the work of the position described.

You must possess a baccalaureate degree from an accredited college and must have maintained a grade-point average (GPA) of 3.5 or better on a 4.0 scale for all undergraduate courses completed towards a baccalaureate degree or in the upper 10% of your class or major university subdivision. For class standing to be used, it must be determined formally by the college, school, or university.

You cannot use graduate school grades in calculating the GPA. There is also a requirement to use grades received in all undergraduate courses leading to the degree. This would include courses from all undergraduate schools attended, not just courses taken at the school providing the degree.

You must meet both the eligibility requirements for the Outstanding Scholars Program and the qualification standards for the position.

BASIS OF RATING:

You will be evaluated on the basis of the quality and extent of your experience, education, and GPA.

For those of you who have special selection rights under the CTAP or ICTAP, you must be well-qualified for the position to receive consideration for special priority selection. As a CTAP or ICTAP eligible, you will be considered well-qualified if you meet the following: OPM qualification standards for the position; all selective factors, where applicable; special qualifying conditions that OPM has approved for the position; are physically qualified with reasonable accommodation, where appropriate, to satisfactorily perform the duties of the position upon entry; and are rated by the organization at least at the third level rating system on all quality ranking factors, if applicable. For more information on CTAP/ICTAP eligibility requirements, please visit the website which can be accessed at <http://www.opm.gov/ctap/index.htm>.

PAY, BENEFITS, AND WORK SCHEDULE:

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This is a permanent, career-conditional appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the Federal Employees Retirement System.

This position will be filled on a full-time permanent basis. Upon completing any required probationary period, the position will be permanent.

CONDITIONS OF EMPLOYMENT:

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or exempt from having to do so under the Selective Service Law.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non citizens only in very limited circumstances where there are no qualified citizens available for the position.

This is not a drug-testing position.

Government facilities are required to provide a smoke free environment for their employees.

Smoking will be permitted only in designated areas.

OTHER INFORMATION:

Time-in-grade restrictions must be met by the closing date of the announcement.

First consideration will be given to CTAP and ICTAP eligibles.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants' who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and other who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Privacy Act Notice (PL 93-579): The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under authority of sections 1104, 1302, 3301, 3304, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote you at some future date. Promotion will depend upon administrative approval and the continuing need for an actual agreement and performance of higher level duties.

You must meet all qualification requirements by the closing date of the announcement.

HOW TO APPLY:

If application is submitted by mail, it must be postmarked by the closing date of the announcement and received within five (5) working days.

Applicants must submit a copy of their college transcript or a list of college courses that include hours and grades.

Please do not submit your application package in a notebook or binder with extraneous information. Applicants should provide sufficient information to enable Human Resources to properly evaluate your application against the Qualifications Standards, time-in-grade, and/or time after competitive appointment restrictions.

Failure to submit all required documents and other information requested by the closing date of this announcement may result in your not receiving full consideration. Your qualifications will be evaluated solely on the information submitted in your applications. Materials submitted as part of your application will not be returned.

You must submit an OFFICIAL college transcript that reflects all of your undergraduate courses and grades received. Unofficial student copies of transcripts are acceptable at the time of the application. However, the official transcript must be provided before the final selection can be made. If you have graduated in the upper ten percent of your class or major university subdivision and are using this as the basis for qualification under the Outstanding Scholar Program, please provide proof at the time of the application.

You may apply by submitting a Resume, Optional Application for Federal Employment (OF-612), or any other applications you choose, including an SF-171, Application for Federal Employment. Job finalists will be asked to complete an Optional Form 306, Declaration for Federal Employment, to determine their suitability for Federal employment and to authorize a background investigation. If you decide to submit any other format other than the OF-612 or SF-171, the following information must be included (in addition to specific information requested elsewhere in this vacancy announcement): Announcement number, title and grade(s) of the position for which you are applying; full name, mailing address (with ZIP Code), day and evening phone numbers (with area code); country of citizenship; veteran's preference, and social security number. Applications should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the announced vacancy.

If you are a Federal employee seeking CTAP or ICTAP eligibility, you must submit proof that you meet the requirements of 5CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes proof of eligibility such as a copy of your RIF separation notice; a copy of your most recent Performance Rating and a copy of your most recent SF-50 showing separation as result of RIF; or other agency notification. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

To claim veteran's preference, you must submit a copy of your DD214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If you are a Veteran claiming 10-point preference, you must also attach an SF-15, Application for 10-point Veteran's Preference, as well as the proof required by that form.

For additional information about this position please contact:

PAULA HAMLET
(202) 482-9280

Submit your application package to:

OFFICE OF GOVERNMENT ETHICS
1201 NEW YORK AVE, NW
SUITE 500
WASHINGTON, DC 20005

Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization, personal favoritism or other non-merit factors.

The U. S. Office of Government Ethics is an Equal Opportunity Employer.

U.S. Office of Government Ethics, ATTN: Lisa Wade, 1201 New York Ave, NW, Suite 500, Washington, DC 20005-3917.

Please indicate the announcement number on the application materials as well as on the envelope. Applications sent at government's expense will not receive consideration.

If your application is submitted by mail, it must be postmarked by closing date of the announcement and received within five (5) working days.

If your application is hand delivered, it must be received by close of business of the closing date of the announcement.

If your application is faxed, it must be faxed by the closing date of the announcement. You may fax your application to (202) 492-9236.